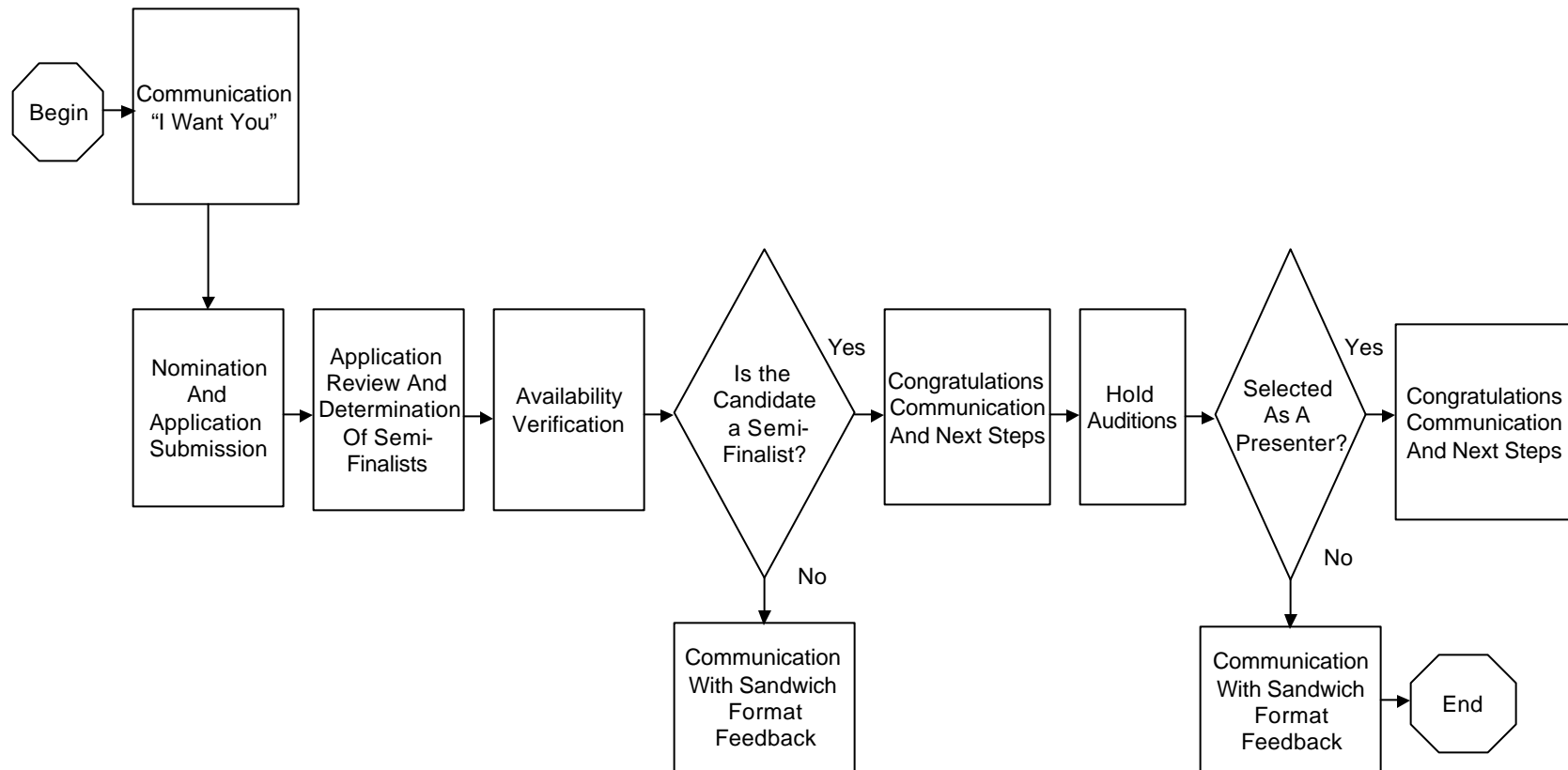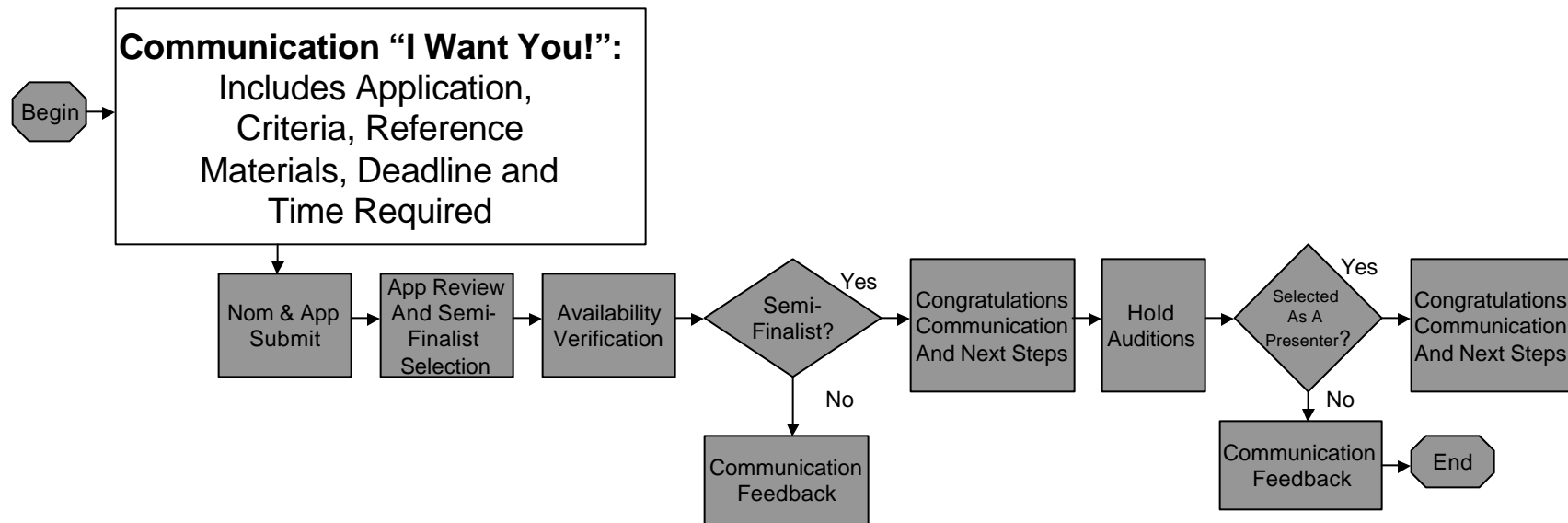# Overall Assumptions

- Presenters employed by the operating partners will audition as part of the selection process

- Operating partners will not participate in the application process

- Goal is to have the ratio of SFA to operating partners Presenters be 1:1 whenever possible

- SFA will cover the cost of the entire audition process

- Operating partners need to tell SFA if they want SFA employees to attend their trainings

- Operating partners need to decide how and if they are going to modify the training to meet individual needs

- Coaching may be made available for applicants that are unsure how to approach their managers

- The selection criteria must be determined and clearly communicated at the beginning of the process

Begin → Communication "I Want You" → Nomination And Application Submission → Application Review And Determination Of Semi-Finalists → Availability Verification → Is the Candidate a Semi-Finalist?

Is the Candidate a Semi-Finalist? — Yes → Congratulations Communication And Next Steps → Hold Auditions → Selected As A Presenter?

Is the Candidate a Semi-Finalist? — No → Communication With Sandwich Format Feedback

Selected As A Presenter? — Yes → Congratulations Communication And Next Steps

Selected As A Presenter? — No → Communication With Sandwich Format Feedback → End

Communication "I Want You!":
Includes Application, Criteria, Reference Materials, Deadline and Time Required

Begin →

Nom & App Submit → App Review And Semi-Finalist Selection → Availability Verification → Semi-Finalist?

Semi-Finalist? — Yes → Congratulations Communication And Next Steps → Hold Auditions → Selected As A Presenter? — Yes → Congratulations Communication And Next Steps

Semi-Finalist? — No → Communication Feedback

Selected As A Presenter? — No → Communication Feedback → End

Assumptions
- Casting the net to all SFA employees
- Firm selection criteria established
- Two week deadline to submit applications
- Notification contains a response mechanism
- Clearly establish and emphasize: realistic level of time commitment, travel requirements, need for flexibility, and training to be provided
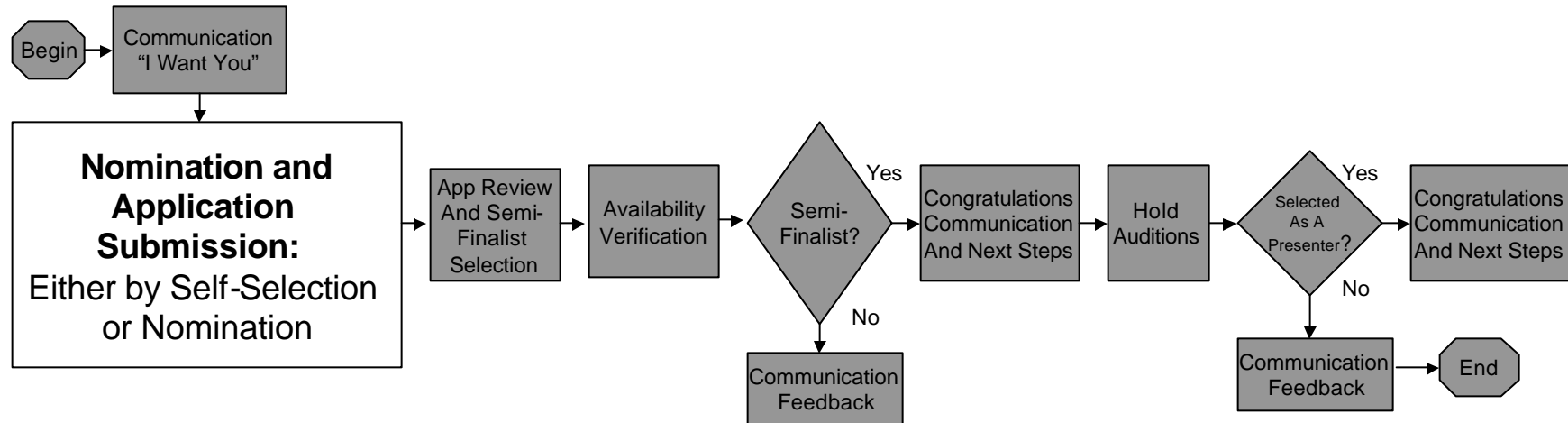
Pro's
- Everyone receives the notification and has the ability to apply

Challenges
- Potential to cast the net too wide and get more responses than necessary

Action Items
- Create and send notification, application, reference materials and forms
- Develop selection criteria

Assumptions
- Increased opportunity for all to be nominated and/or apply
- Level of time commitment, travel requirements, need for flexibility, and information that training will be provided has been clearly communicated
- Two week timeframe for nominations and application submission
- Nomination by manager presumes support for time commitment
- Self-nomination application requires applicant to inform their manager of its submission

Pro's
- Self-selection increases individuals' ability to apply
- Opens a potential opportunity for some employees to build new skills
- Managers will be informed of employees desire to participate and application

Con's
- Increased number of unqualified candidates able to apply
- Allows candidates to apply that may not have sponsorship from their manager

Action Items
- Collection and sorting of applications
- Develop system for tracking the process

29
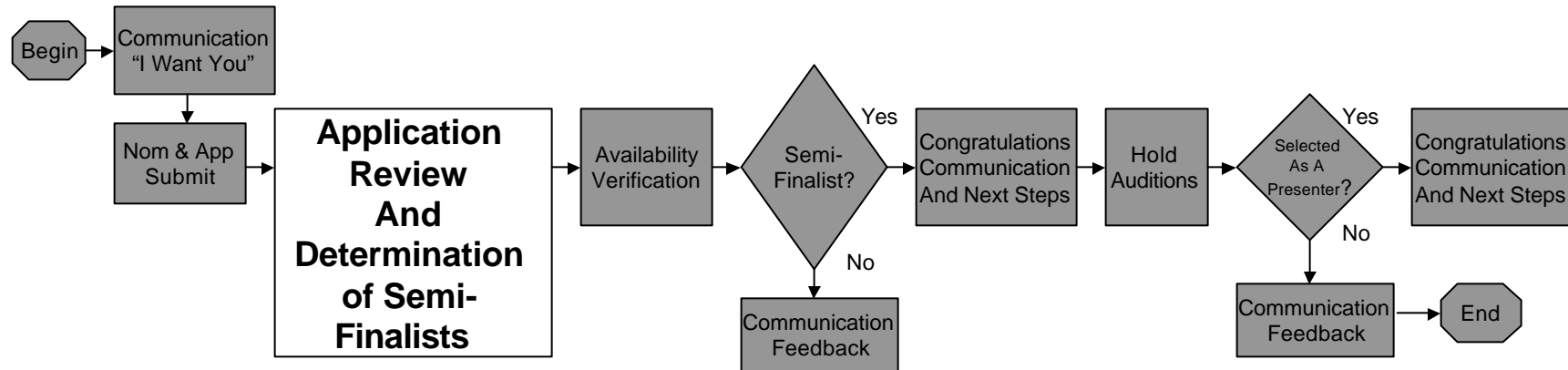
Assumptions
- One week to complete application review
- Criteria are established
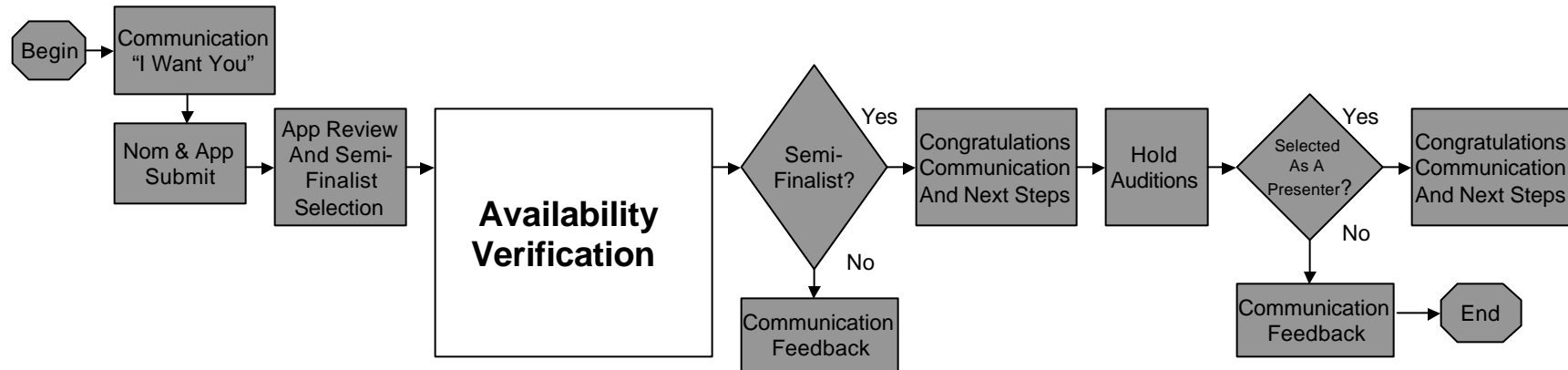- Management buy-in has been achieved

Pro's
- Allows for a formal review based on established criteria
- Allows selection of desired former "Traditions" Presenters

Challenges
- Significant amount of work to review applications
- Possible that candidates with potential skills may be eliminated before auditions

Action Items
- Review and evaluate applications
- Continue to track the process
- Develop Next Steps Materials

Assumptions
- Three days to verify availability with managers
- Management buy-in has been achieved

Pro's
- Ensures that those chosen to audition will be able to participate if selected as a finalist
- Management clearly aware of timeline and obligations of Presenters
- Increased credibility with managers
- Decreases attrition rate later in the process

Challenges
- Creates possibility fewer people will be allowed to apply and participate as Presenters
- Past relationship between employee and manager could inject itself into the process

Action Items
- Contact potential semi-finalists managers and request response within three days
- Continue to track the process

Communication With Sandwich Format Feedback: For Candidates Not Selected Based On Application
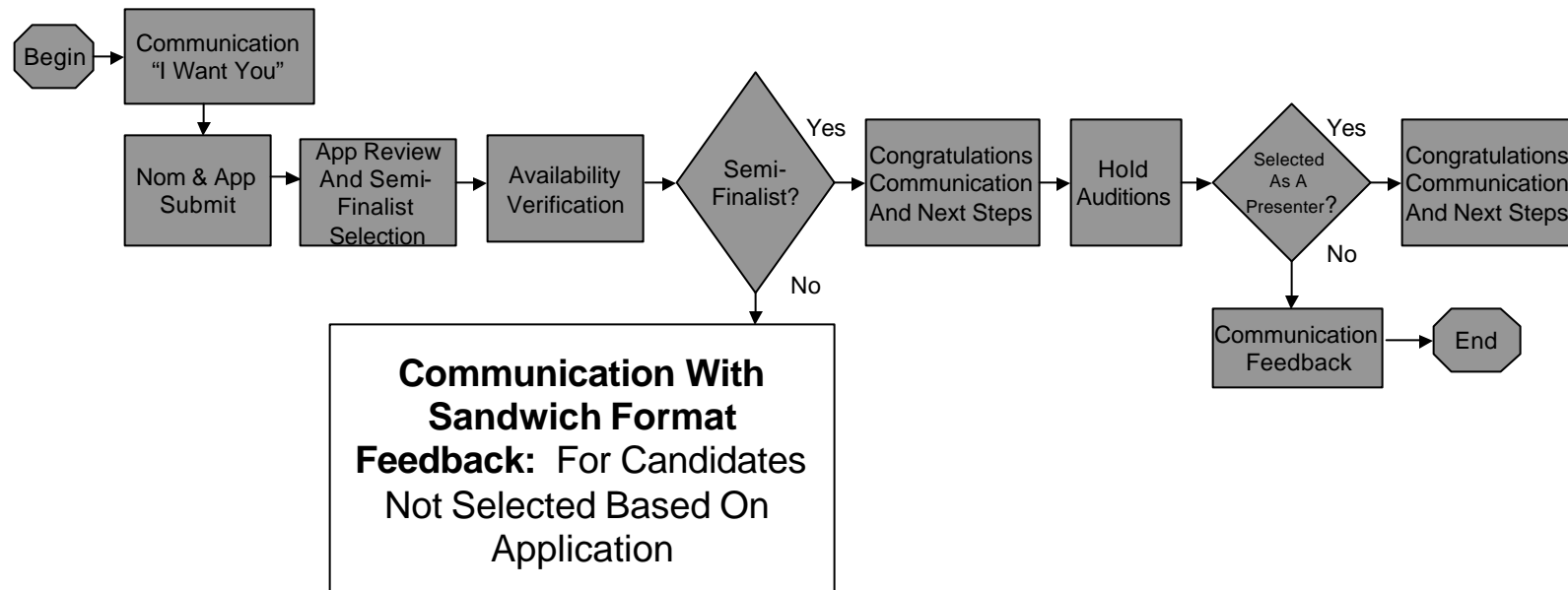
Assumptions
- Results are delivered in a constructive manor via personal phone calls (divided up if necessary)
- Sandwich format to emphasize positives while still providing constructive feedback

Pro's
- Candidates not selected may continue to have a positive perception of the process
- Feedback can be used to enhance job performance

Challenges
- Disappointment for some may color the SFAU or Front 2 Back reputation

Action Items
- Prep materials for phone call delivery
- Personal phone calls to each candidate followed up in writing
- Create prep materials for phone call feedback
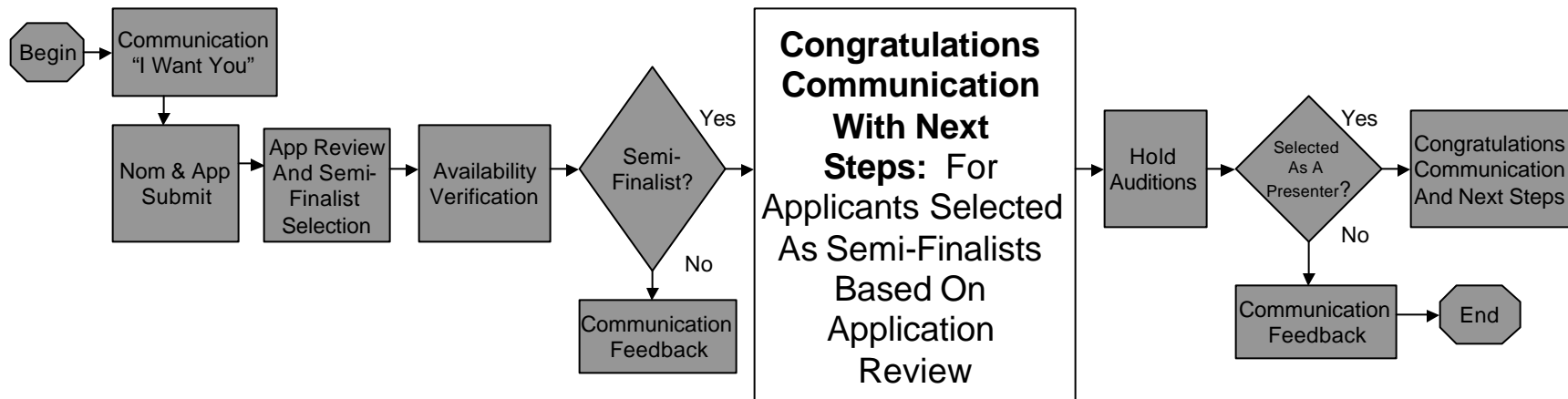
Assumptions
- Results are delivered via personal phone calls (divided up if necessary) and followed up in writing along with next steps materials
- Managers will be contacted and informed of the results as well as thanked for continued support of candidates
- Successful candidates will have sponsorship from manager

Pro's
- Allows for recognition on local level

Challenges
- Potential negative impact if a significant number of candidates come from the same office

Action Items
- Prep materials for phone call delivery
- Personal phone calls to each candidate followed up in writing
- Written notification to managers acknowledging their support for extensive participation
- Communication of next steps including a detailed outline of skills requirements (provides expectations and opportunity for candidates to opt out)
- Determine and coordinate travel arrangements
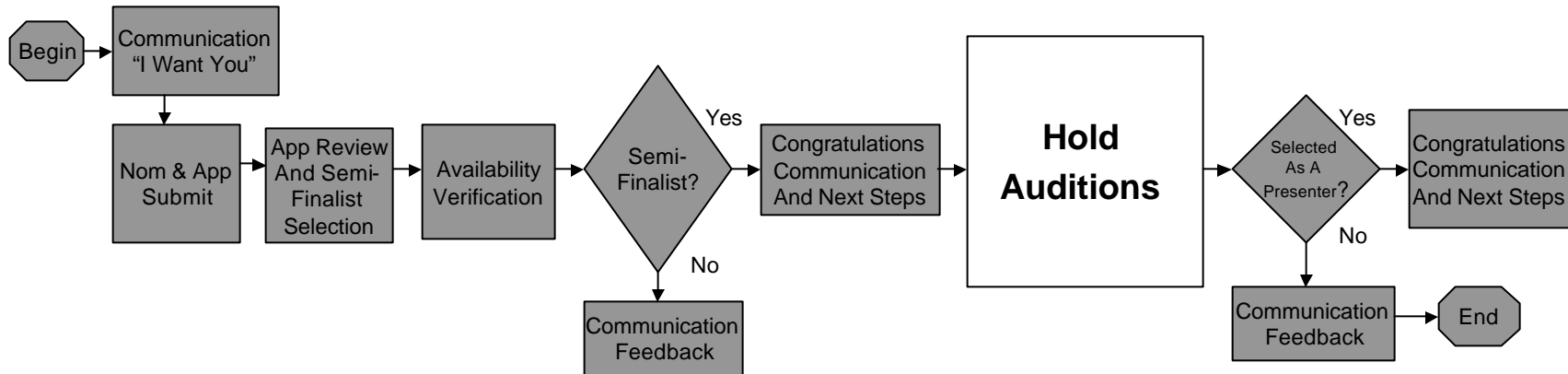
Assumptions
- Presenters will demonstrate skills prior to selection decisions
- A panel will determine Presenters based on audition
- Auditions will not involve video
- Content for audition will be familiar to candidates

Pro's
- Candidates will have a chance to try their hand prior to committing
- SFAU will likely have good Presenters
- Un-biased process

Challenges
- Expensive to bring group together for auditions
- Disappointment for some may color the SFAU or Front 2 Back reputation

Action Items
- Secure audition space and necessary equipment
- Convene and train panel on criteria
- Continue to track the process